

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Case Opening
	Section 1.4.6 Declaration Re: Electronic Filing

IV. **File Declaration Re: Electronic Filing (required with ALL new cases).**

Registered users must file the local form "Declaration Under Penalty of Perjury to Accompany Petitions, Schedules and Statements Filed Electronically" ("Declaration") with each initial petition or amended petition. Further, it must be submitted with each electronically filed initial or amended schedule and statement of financial affairs not included with the initial petition unless these documents contain an imaged signature of the debtor. Failure to file this form will result in dismissal of the case.

- STEP 1 Select **Bankruptcy** from the main menu.
- STEP 2 The **Bankruptcy Events** screen will display.
- Click **Attorney-Filed Documents**.
- STEP 3 The **Case Number** screen will display.
- Enter the complete case number. This field will default to the last case number entered by the registered user. Click **Next**.
- STEP 4 **Verify the identity of the case.** Click **Next**. If the case number is incorrect, use the browser's back button to return to the prior screen
- STEP 5 The **File an Attorney Filed Document** screen will display. Select **Declaration Re: Electronic Filing**. Use the drop down list to locate the title or click on the "d" key repeatedly until the selection appears. Click **Next**.
- STEP 6 The **PDF Document Selection** screen will display.
- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
 - ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.
- NOTE:** If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 "*Attachments to Documents*" for instructions on how to file attachments. Click **Next**.

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Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: ☒ No ☐ Yes

CRITICAL ISSUE - The image MUST be viewed before attaching it to ensure that it is the correct document.

STEP 7 A docket report will appear requiring the filer to link the Declaration to it's corresponding event.

☒ 02/11/2006 [1](#) Chapter 13 Voluntary Petition. [Fee Amount \$189] Chapter 13 Plan due by 2/27/2006. (Cradic, Cam)

In the above sample, the Declaration is linked to the petition.

◆ Click the check box(es) of the corresponding event(s). Click **Next**.

STEP 8 Click **Next** at the following screen.

STEP 9 The **Docket Text: Final Text** screen will display. This is the screen which commits the transaction. Click **Next**.

Docket Text: Final Text

Declaration Under Penalty of Perjury to Accompany Petitions, Schedules and Statements Filed Electronically by Attorney Cam Cradic Esq (Re: [1] Voluntary Petition (Chapter 13) filed by Joint Debtor Debbie Jones, Debtor Bobby Jones). (Cradic, Cam)

In the above sample, the item linked appears in the docket text. When viewing the court docket, the document number is a [hypertext](#) link.

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STEP 9 Notice of Electronic Filing (frequently referred to as the NEF) - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.